



JOB DESCRIPTION

Title: **ASSISTANT POLICE CHIEF**
Department: Police
Class Code: 1660
FLSA Status: Exempt
Effective Date: October 1, 1988 (Rev. 07/2008)
Grade Number: 31

GENERAL PURPOSE

Under general direction of the Police Chief, plans, and coordinates law enforcement services of Murray City Police Department. Is responsible to command the Law Enforcement Division and the Administrative Services Division of the Department.

SUPERVISION EXERCISED

Supervises Lieutenant, Sergeants, staff officers and other Department personnel as assigned.

EXAMPLE OF DUTIES

- *-- Commands all major Divisions within the Police Department; serves as Chief of Police in the Chief's absence.
- *-- Assists in planning and organization of programs within the section of the Police Department.
- *-- Aids in administration of Departmental and divisional budgets. Assists in preparing recommendations for the City Council and Mayor and implementing approved policies.
- *-- Assists in coordinating law enforcement and service activities with those of other city departments and agencies within the County, State and Federal agencies, as appropriate.
- *-- Advises and assists subordinates in solving highly complex police problems.
- *-- Establishes and maintains effective communications with community groups.
- *-- Maintains professional association memberships and attends meetings, seminars and conventions to represent the City and stay abreast of current trends and innovations.
- *-- May attend scheduled meetings and seminars to represent Police Chief in his absence.

- Performs related duties, as assigned by Police Chief.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's Degree in Criminal Justice or related field and a minimum of three (3) years command level supervisory experience or any equivalent combination of experience which produces the required knowledge, skills and abilities.

Special Requirements

- Must be a certified Category I police officer.
- Must reside within the boundaries of Salt Lake County within one (1) year of appointment.

Necessary Knowledge, Skills and Abilities

- Knowledge of the Standards by which the quality of police service is evaluated and the use of police records and their application to police administration. Knowledge of the functions of other governmental agencies and authorities as they relate to police work.
- Ability to plan, organize, direct and evaluate the work of subordinates engaged in diversified activities. Ability to analyze complex verbal and statistical reports and to formulate action based on analysis. Ability to analyze complex organizational problems and to determine proper courses of actions.
- Ability to prepare and present effectively oral and written informative material relating to the activities of the Department. Ability to establish and maintain effective working relationships with subordinates, other city officials, state and federal authorities, civil leaders and the public.

TOOLS & EQUIPMENT USED

- Police car, police radio, handgun and other weapons as required, pager, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat.
- The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.